

Vacancy Details

Personnel Notice: 63-15
Date Announced: 06/22/2015
Closing Date: 7/13/2015
Command: NAVFAC
Grade: GS-12/GS-13
Type: Assistant Counsel, NAVFAC Atlantic

There is a vacancy for an attorney to serve as an Assistant Counsel in the Office of Counsel, Naval Facilities Engineering Command Atlantic (NAVFAC Atlantic) in Norfolk, Virginia. The Office of Counsel, NAVFAC Atlantic, is a part of the NAVFAC Office of Counsel, which is headquartered in Washington, DC. NAVFAC Atlantic is an Echelon III command responsible for all real property management, planning, installation restoration, environmental compliance, engineering/architectural services, military construction, and facilities maintenance for Navy and Marine Corps shore installations in the NAVFAC Atlantic area of responsibility. NAVFAC Atlantic oversees seven subordinate Echelon IV facilities engineering commands and is responsible for oversight of NAVFAC products and services throughout the continental United States, Southern Europe, Africa, and Southwest Asia.

The NAVFAC Atlantic Office of Counsel is comprised of eight attorneys (including the subject position) and one support staff. Legal advice is provided on the full range of issues encountered by the client, with a concentration in procurement of construction, facilities maintenance, architecture/engineering and base operations services, and in the areas of real estate, planning, and environmental law. Other practice areas include fiscal law, civilian personnel law, the Freedom of Information Act and the Privacy Act, and ethics.

The principal duties of the attorney selected for this position will be to provide legal support in the areas of acquisition and real estate. However, the selectee may also be assigned duties in the other practice areas noted above as the needs of the office may require. Periodic travel may be required.

This position has a GS-14 full performance level and will be filled at the GS-12 or GS-13 level, depending on the qualifications of the successful applicant. To be eligible for selection at the GS-12 level, an applicant must have at least two years of successful legal experience. To be eligible for selection at the GS-13 level, an applicant must have in excess of two years of successful legal experience. Applicants will be evaluated on 1) the depth and quality of their relevant legal experience and education/training; 2) their analytical, oral, and written communication skills; and 3) their interpersonal skills, including their ability to establish effective attorney-client relationships. Experience in the other areas of practice identified above, and experience with the Department of the Navy, NAVFAC, and/or OGC is a plus.

To be eligible for selection, an applicant must have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. commonwealth, U.S. territory, or the District of Columbia, and be eligible to obtain and maintain a Secret security clearance.

To apply, applicants must submit a cover letter cover letter; a resume, OF-612 or SF-171; two legal writing samples (less than 10 pages each; the sample may be a part of a longer document); and the names and telephone numbers of at least three references (other than current supervisor) who may be contacted. Applicants should clearly indicate if they do not want their current supervisor contacted. The cover letter should also address the applicant's projected availability. Current federal government employees should indicate their present GS and step level or equivalent grade and salary. Applicants who have graduated from law school less than five years prior to the announcement closing date must provide a copy of their law school transcript, including class rank.

Interested attorneys may contact Mr. Theodore Hoffmann, Counsel, NAVFAC Atlantic, at (757) 322-8016 for additional information. Applications must be submitted by e-mail to theodore.hoffmann@navy.mil.

This Personnel Notice will close on July 13, 2015 at 11:59 PM EST and applications must be received by this time to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of www.ogc.navy.mil).

Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please

visit www.opm.gov/veterans and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:

https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement

Legal and Regulatory Guidance: https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance

Relocation expenses are not available.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.